

**Fairfield County Airport Authority Board Meeting**  
**3430 Old Columbus Rd NW**  
**Carroll, Ohio 43112**  
**Minutes for December 9, 2019**

**Meeting to order**

Glen Burns called the meeting to order at 6:00 p.m. with the Pledge of Allegiance. Board Members present at the meeting were Glenn Burns, Bill McNeer, Pat Ferguson, Jon Kochis, Bill Fagan, Rick Szabrak, and Michael Kaper. Also present were Staci Knisley, Al Moyer, Jimmy Shadd, Greg Heaton, Eric Meister, and Kip Kelsey.

**Opportunity for the Public to Address the Board**

No members of the public addressed the Board.

**Approval of Minutes for the November 11, 2019 meeting**

On motion of Bill McNeer and second of Jon Kochis, the Fairfield County Airport Authority Board voted to approve the minutes from the November 11, 2019 meeting.

Voting aye thereon: McNeer, Kochis, Ferguson, Burns, Szabrak, Fagan, and Kaper  
Motion passed.

**Historical Aircraft Squadron (HAS) update**

Mr. Moyer reported that the truck donated by the Engineer's office is ready to be picked up and will need to be transferred for county inventory.

Ms. Knisley will contact the Engineer's Office and process the transfer of the asset.

Mr. Moyer also reported that the John Deere tractor has an anti-freeze leak. It is out for repair.

Mr. Kelsey thanked Jon Kochis for putting together the new lease for HAS with the Board of Commissioners that will be effective January 1, 2020 once completed and approved.

Mr. Kelsey reported that there was another discussion regarding the snow removal and mowing contract between HAS and the Airport Authority Board. HAS was under the impression that when the new snow removal and mowing contract was approved that the monthly rent of \$600 to the Commissioners would be terminated. HAS requests three (3) months or \$1,800 reimbursement from the Airport Authority Board.

Mr. Kochis reported that the Airport Authority Board has no authority to terminate the Commissioners agreement with HAS. The agreement was tied into the debt service which ends at the end of 2019. He apologized if he misled HAS in prior discussions.

Ms. Knisley stated that the lease with the Board of Commissioners is separate from the Snow Removal and Mowing Contract with HAS.

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Mr. McNeer recommends the Board revisit the request in January after the lease expires at the end of 2019.

Mr. Kelsey stated that he appreciates the Board's consideration.

**Sundowner Aviation/Airport Manager Update – Monthly Board Report**

a. **Monthly Report**

Mr. Shadd reviewed the monthly report, see attached to minutes. The hangars are full. We have 10 people on the waiting list. There are 8 on the T-hangar list and 2 on the R hangar list. Fuel Sales are up compared to prior year November sales. He is actively working on fixed assets inventory that is due to the County Auditor on January 3<sup>rd</sup>.

Ms. Knisley asked that on December 31<sup>st</sup> a representative be available to meet with the County Auditor and State Auditor to review the fuel count. The State Auditor selects a few departments each year to visit and monitor the end of year process.

Mr. Shadd will be available that day.

**Standing Committee Updates**

**Airport Improvement – Jon Kochis**

a. **Federal Aviation Administration (FAA) teleconference**

Mr. Kochis reported that the FAA teleconference with FAA representative, Katie Delaney was held today. Mr. Kochis, Mr. McNeer, and Mr. Szabrak all were on the call. We submitted our Airport Improvement Plan (AIP) for the next 10 years. We have an aggressive schedule and good support from the Board of Commissioners. We are asking for our entitlement and additional monies.

Mr. Kochis reported that Ms. Delaney recommended requesting additional monies 2 years ahead of time.

Mr. Kochis stated that it is important that our Master Plan is ready to go when asking for additional monies. At the moment, we are tabling the Master Plan in the spring unless the FAA approves the additional monies.

Mr. Heaton reported that it was a very positive phone call. The FAA 5010 form claims that there are still shrubs on the east end of the approach. Mr. Kochis asked the ODOT representative to contact the Airport when visiting the airport.

**b. Engineer's Summary Report – Greg Heaton with Crawford Murphy Tilly, Inc. (CMT)**

Mr. Heaton reviewed the summary report, see attached to minutes.

Mr. Kochis reported that CMT has an agreement for the construction phase for the ODOT project. The agreement will have to be reviewed and approved by the Prosecutor before presenting to the Board.

Mr. Kochis recommended that the scope of work for the Master Plan be sent to the FAA. It is about 95% completed. Mr. Szabrak will add the remaining 5% relating to the feasibility study. We are financially good to pay for the plan locally but would like to send it to the FAA to let them know we are serious. If the FAA finds additional monies, they could plan.

Mr. Szabrak reported that the plan is not just about economic development opportunities. I will include a vision plan of where the Board wants to be as a long-term goal. The goal could be keeping the Airport self-sustaining or seeing what other airports focus on. HAS located here is a unique attraction compared to other airports in central Ohio. We will look at our potential for the next 20 years. The plan will help us guide what we wanted to do with the land here.

Mr. Kochis stated that Mr. Szabrak has about a year to develop the rest of the plan unless the FAA decides there are grant dollars available.

Mr. Kochis will send the draft scope of work to the FAA this week.

**Approval to proceed with the application for the FY2020 Airport Matching grant program from the Office of Aviation/Ohio Department of Transportation**

On motion of Bill McNeer and second of Michael Kaper, the Airport Authority Board voted to proceed with the application for the FY2020 Airport Matching grant program from the Office of Aviation/Ohio Department of Transportation. (See Resolution and other documents attached to minutes)

Voting aye thereon: McNeer, Kaper, Burns, Ferguson, Szabrak, Fagan, and Kochis  
Motion passed.

**c. Storm Water System Rehab**

- 4<sup>th</sup> Quarter Storm Water Inspection Report

Mr. Kochis reviewed the 4<sup>th</sup> quarter storm water inspection report completed by Jonathan Ferbrache with Fairfield County Soil & Water. (See email notes and report attached to minutes.)

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Mr. Kochis reported that there is a copy in the binder here at the terminal. He encouraged that oil containers are labeled, and lids replaced according to the recommendations by Mr. Ferbrache. The yellow can at the Fuel Farm needs checked out. In the future, we also need to consider replacing our main culvert after the runway is repaved in 12-15 years. It will be expensive to replace. After Taxiway B is completed, that culvert will also need replaced. The goal is to show our drainage is good and eliminate FEMA's floodplain thoughts on the north side.

Mr. Heaton recommended that the culvert could be lined. He will follow-up with a recommendation.

- Tile Repair – Kull Excavating

Mr. Kochis reported that the work has not started yet. He will report status again next month.

**Strategic Planning Committee – Bill McNeer, Jon Kochis, Rick Szabrak**

Mr. Kochis reported that the committee will meet after the master plan is developed.

**Community Relations – Michael Kaper & Rick Szabrak**

Mr. Kaper reported that he received an email request regarding parachuting.

**FBO Liaison – Pat Ferguson**

- Hangar J Awnings

Mr. Shadd reported that Todd Whiley with Restofab is working on the awnings. Sundowner Aviation will pay him directly and seek reimbursement from the Airport Authority Board. It will cost approximately \$900.

Mr. Ferguson recommended that the driveway to the hangars needs to be repaired.

Mr. Kochis reported that this will have to be budgeted with local dollars.

Mr. Ferguson requested that Precision Overhead Door look at the HAS clam shell door.

Mr. Kelsey reported that the door has 6-8-inch gap when the door is fully closed.

**Approval to proceed with the repair of HAS clam shell door with a not to exceed of \$1,000**

On motion of Pat Ferguson and second of Bill McNeer, the Fairfield County Airport Authority Board voted to approve to proceed with the repair of HAS clam shell door with a not to exceed of \$1,000.

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Voting aye thereon: McNeer, Burns, Fagan, Szabrak, Kochis, and Kaper  
Abstaining was: Ferguson  
Motion passed.

**Facilities and Grounds – Michael Kaper & Bill Fagan**

a. Hangar J

Mr. Kochis reported that there is a leak in restroom during rain. Walsh Construction was the contractor for the terminal renovations. They contacted the roofing contractor, CCS Roofing who installed our roof. They provide a 2-year work warranty, but the roofing material has a 20-year warranty. The Company Firestone is being contacted for the material replacement. Mr. Kochis has copy of the warranty.

Mr. Kochis reported that in Hangar J, where the wall meets the roof, the corner trim has a gap in it and water comes in the sides of the building. We can either replace with 6-inch corner or sealing the gap somehow. He recommends to seal where the corner meets the ceiling.

Mr. Shadd reported that the same corner, the northeast corner of the hangar has rodent damage.

Mr. Kochis has been working with an Engineer but needs to follow-up with Engineer for the scope of work. He has nothing completed to date.

Mr. Heaton recommended that they have a structural Engineer in his office review and make a recommendation and design for Hangar J's repair.

**Approval to proceed with an engineering design from Crawford Murphy Tilly, Inc. (CMT) suitable for bidding for the repair to Hangar J**

On motion of Jon Kochis and second of Bill Fagan, the Fairfield County Airport Authority Board voted to proceed with engineering design from Crawford Murphy Tilly, Inc. (CMT) suitable for bidding for the repair to Hangar J.

Discussion: Mr. Kochis reported that the engineer he previously worked with has not submitted an invoice and no agreement was signed.

Voting aye thereon: Kochis, Fagan, Burns, Ferguson, Szabrak, Kaper and McNeer  
Motion passed.

**Finance - Glenn Burns**

a. Financial Reports

The Board reviewed the following financial reports:

- 2019 Budget Projection & YTD report
- Purchase Order list
- Smart Card Fuel accounts
- Utility cost report

b. Payment of Bills

- **Approval for payment of bills totaling \$10,838.09**

On motion of Bill McNeer and second of Michael Kaper, the Fairfield County Airport Authority Board voted to approve the payment of bills totaling \$10,838.09. (See invoice summary attached to minutes)

Voting aye thereon: McNeer, Kaper, Burns, Kochis, Ferguson, Szabrak, and Fagan.  
Motion passed.

- **Motion to approve retroactively November payments totaling \$45,270.26**

On motion of Jon Kochis and second of Pat Ferguson, the Fairfield County Airport Authority Board motioned to approve retroactively November payments totaling \$45,270.26. (See attached to minutes)

Voting aye thereon: Kochis, Ferguson, Burns, Fagan, McNeer, Szabrak, and Kaper.  
Motion passed.

**Security & Safety – Jon Kochis & Bill McNeer**

Mr. Shadd reported that Claypool Electric came out to repair the magnetic piece of the gate. It is still not working correctly. They diagnosed that it was a bad sensor. They ordered a sensor. For now, we will manually open and close the gate.

**Tenant Relations – Glenn Burns & Bill Fagan**

a. Rent Status Spreadsheet

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The Board reviewed the rent status spreadsheet.

b. Hangar Rental fees for 2020

Ms. Knisley reported that she only had one negative comment regarding the increase in rent. There are some rent amounts for December and January that will need to be reconciled. Some tenants have paid their increase too soon. She anticipates some tenants will send the old amount in January.

Ms. Knisley asked the Board if there is still a discount for tenants that sign a one year lease.

The Board will not offer a discount for 2020.

c. Sundowner Aviation Lease for Hangar J

Mr. Kochis reviewed the draft lease agreement with the Board. He asked the Board to negotiate the length of the new lease and the amount per square foot with Sundowner Aviation rather than Mr. Kochis on his own.

Mr. Kochis highlighted some changes and suggestions:

- The lessee (Sundowner Aviation) will be responsible for the electricity bills and the lessor (FCAA Board) will provide water and sewer at no charge. Water and Sewer are for to be used for general use and will not conflict with the Environmental section # 6 and not to conflict with the stormwater plan.
- The Repair and Maintenance section changes suggested by Sundowner Aviation are for any repairs over \$150, they request that the costs be taken care of by the lessor.
- Another change suggested by Mr. McNeer, is that the loft is above the office above cannot be used as storage.

Mr. Kochis reviewed the current lease agreement square footage. The current lease agreement has a monthly rent of \$775 per month. The Hangar is estimated at 5,800 square feet (74 x 80 feet) For comparable information, Hangars in row R are \$.17 (17 cents) per square foot. The T-hangars are not comparable. Hangars in Row R are better insulated. The office space in Hangar J is approximately 700 square feet plus restrooms. They are burning oil for their HVAC. The lessee is currently responsible for maintenance.

Mr. Shadd stated that Hangar J is one of the oldest buildings on the grounds.

Mr. Kochis reported that Pat Rooney originally proposed \$.15 (15 cents) per square foot.

Mr. Kochis recommends that \$.17 (17 cents) per square foot be the Board's approach. The lessee will no longer be responsible for repairs over \$150. Until the new lease is signed, the lessee will still be responsible for all repairs.

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Mr. Shadd would like to proceed with the new lease agreement but cannot authorize any more than \$.13 (13 cents) per square foot without his partners Darrell Loos and Pat Rooney.

Mr. McNeer stated that \$.15 (15 cents) seems reasonable.

Dr. Burns agreed. He recommends that the lease agreement be tabled for January.

d. Monthly Hangar Lease

Mr. Kochis reported that he will follow up with the Prosecutor on updated language section relating to termination of the agreement.

Mr. McNeer asked that the lease and/or minimum standards be reviewed regarding painting.

**Web – Bill McNeer & Rick Szabrak**

Nothing new to report.

**Old Business**

None.

**New Business**

None.

**Informational Items**

None.

**Calendar of upcoming events and other important dates**

The Board reviewed the following calendar of upcoming events and other dates:

- a. Board of Commissioners Holiday Open House, Tuesday, December 10 (12-1pm)
- b. State Auditor Representative to visit Airport on 12/31 for fuel inventory
- c. Aviation Insurance expires 12/31/19

Mr. Kaper reported that the application has been submitted. He is waiting on the quote.

- d. HAS lease agreement w/Commissioners expires on 12/31/19 – Hangar B

Mr. Kochis reviewed the draft agreement with the Board. This is a zero-dollar lease. He helped negotiate the lease on behalf of the Board of Commissioners. HAS cannot charge for events but can negotiate charges for set-up, security or other services. The Board of Commissioners as the lessor has rights with 30-day notice to use the facility as a public space.

**TABLED - Approval to accept the HAS lease agreement with the Fairfield County Board of Commissioners**



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On motion of Jon Kochis and second of Rick Szabrak, the Fairfield County Airport Authority Board voted to accept the HAS lease agreement with the Fairfield County Board of Commissioners.

Discussion: Mr. Heaton wants to confirm that HAS is still classified as a museum. We want to make sure that we are not violating FAA regulations. The building still needs to remain a museum.

Mr. Ferguson stated that HAS cannot sublease to any for profit organizations.

Mr. Kelsey stated that there is verbiage in the agreement that could cover the terminating the lease agreement for proper conduct.

Mr. Heaton recommends that the HAS tax status be reviewed and researched by the County Prosecutor.

Mr. Szabrak stated that it could be realistic that HAS could not operate any longer and they could keep their equipment in there until the lease is up. That could happen realistically.

Mr. Kochis will consult with the County Prosecutor on the termination and HAS status.

On motion of Bill McNeer and second Michael Kaper, the Fairfield County Airport Authority Board voted to table the HAS lease agreement with the Fairfield County Board of Commissioners.

Voting aye thereon: McNeer, Kaper, Burns, Fagan, Ferguson, and Kochis.

Abstaining was Ferguson.

Motion was tabled.

- e. HAS authorization for use of 3 unoccupied hangars expires 12/31/19
- f. Storm Water Plan – Review and Approve annually - February 2020
- g. Taxiway D project – Strawser will start Spring 2020
- h. FBO agreement expires 12/31/2020
- i. Doug Majors Noxious Weed Control agreement expires 12/31/2020
- j. CMT Master agreement expires 9/9/2021 (option to extend 3 one-year extensions)
- k. Legal Services agreement with County Prosecutor expires 12/31/2021
- l. FAA lease for space expires 9/30/2022
- m. HAS mowing and snow removal contract expires on 9/30/2022
- n. Lease with Board of Commissioners to operate facilities expires on 11/16/2022

**Adjournment**

On motion of Bill McNeer and second of Pat Ferguson, the Fairfield County Airport Authority Board voted to adjourn at 7:16 p.m.

**Next meeting is Monday, January 13, 2020 at 6:00 pm at the Airport Terminal**

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*Meeting minutes for the December 9, 2019 meeting were approved on January 13, 2020.*

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Aye  
Glenn Burns

Aye  
Bill Fagan

Aye  
Rick Szabrak

Aye  
Jon Kochis

Aye  
Michael Kaper

Aye  
William McNeer

Aye  
Pat Ferguson

Staci A. Knisley  
Staci A. Knisley, Airport Clerk



**Fairfield County Airport Authority  
Board Meeting, December 9, 2019**

**Engineer's Summary Report**

1. FY 18 ODOT Aviation Grant Project  
Taxiway B Lighting Rehab – Project completed  
Final Reimbursement in process. Closeout and reimbursement sent  
Nov. and pending ODOT closure. ODOT onsite inspection requested.
2. FAA FY18 Grant – Construct Taxiway D (design phase)  
Grant Close out paperwork initiated, anticipate closeout submittal  
before the end of the year.
3. FY 19 ODOT Aviation Grant – Rehabilitate Terminal Apron  
DuraSeal - \$185,907.50 is complete – closeout documents preparation  
underway. ODOT onsite inspection requested.
4. FY 19 FAA AIP Grant Application  
Low bidder: Strawser Paving at \$526,654.50  
Grant received and executed total amount \$588,654.50 (\$529,789.00  
federal, \$29,432.73 ODOT and \$29,432.77 LHQ). Project initiation in  
Spring 2020.  
  
ODOT FY20 – Grant application made for Apron B, C1 Rehab. On May  
1. LHQ given notice of intended award. Congratulations. Work to be  
designed and bid for spring/summer 2020 construction.
5. ODOT BlackCat portal update.  
ODOT is now requiring all direct and matching grants to be submitted  
and reimbursed through their new BlackCat online portal. Board  
coordination will be needed to assign at least one member to be  
familiar with the system for reimbursement and final approvals when  
needed.
6. Action Items:  
FAA teleconference – 12/9  
ACIP review – Master Plan – FY 20

**10 YEAR CAPITAL IMPROVEMENT PROGRAM (CIP) FY-2021 to FY-2030**

**DRAFT**

Airport Name:	Fairfield County Airport	Date prepared:	December 4, 2019
Associated City:	Lancaster, OH	Prepared By:	Crawford, Murphy & Tilly, Inc.
Sponsor:	Fairfield County Airport Authority	Telephone No.:	614-468-1200
Airport ID	LHQ	NPIAS No. 39-0044 Congressional District: Ohio 15th District	

Item #	Description	Fiscal Year	Total Cost	Entitlement	Apportionment	Discretionary	State Non-FAA	Local	Remarks/Item Justification
1	Master Plan Update/ALP	20	\$400,000	\$150,000	\$210,000	\$0	\$20,000	\$20,000	
2	Rehabilitate Apron C1, B	S20	\$150,000	\$0	\$0	\$0	\$142,500	\$7,500	Apron Overlay and Repairs
3	Rehabilitate Taxiway B1 - Design only	21	\$45,000	\$40,500	\$0	\$0	\$2,250	\$2,250	Financial plan needed, Includes drainage
4	Rehabilitate Taxiway B1 - Construction	22	\$400,000	\$150,000	\$210,000	\$0	\$20,000	\$20,000	
5	Rehabilitate East T/H Taxiways - Design & Construct	23	\$145,000	\$130,500	\$0	\$0	\$7,250	\$7,250	T/H C, H, & F
6	Land Acquisition Reimbursement Exhibit A Update	24	\$250,000	\$225,000	\$0	\$0	\$12,500	\$12,500	West RPZ
7	Rehabilitate Taxiway A, B2, F - Design	24	\$65,000	\$58,500	\$0	\$0	\$3,250	\$3,250	
8	Rollover NPE funds	25	\$0	\$0	\$0	\$0	\$0	\$0	
9	Rehabilitate Taxiway A, B2, F - Construction	26	\$560,000	\$445,500	\$56,500	\$0	\$28,000	\$28,000	Mill and Overlay
10	Partial Perimeter Fencing	27	\$165,000	\$148,500	\$0	\$0	\$8,250	\$8,250	
11	Obstruction Removal	28	\$100,000	\$90,000	\$0	\$0	\$5,000	\$5,000	Runway 28 approach surface
12	Construct Entrance Drive	29	\$2,000,000	\$211,500	\$1,588,500	\$0	\$100,000	\$100,000	

**A resolution to approve to proceed with the application for the  
FY2020 Ohio Airport Matching Grant Program from the Office of  
Aviation/Ohio Department of Transportation (ODOT)**

**WHEREAS**, the Fairfield County Airport Authority Board expressed interest to pursue the FY2020 Ohio Airport Matching Grant program; and

**WHEREAS**, an application letter to ODOT requesting funds of \$ 29,432.73 is prepared; and

**WHEREAS**, this resolution gives the President of the Board, Dr. Glenn R. Burns authorization to sign the letter and all other documents that are included with the FY2020 Ohio Airport Matching grant; and

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**NOW THEREFORE, BE IT RESOLVED BY THE AIRPORT AUTHORITY  
BOARD, COUNTY OF FAIRFIELD, STATE OF OHIO:**

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**Section 1.** That the Fairfield County Airport Authority Board approves to proceed with the application for the FY2020 Ohio Airport/ODOT Matching grant and gives Dr. Glenn R. Burns authorization to sign the application when completed.

Motion by: William McNeer

Seconded by: Michael Kaper

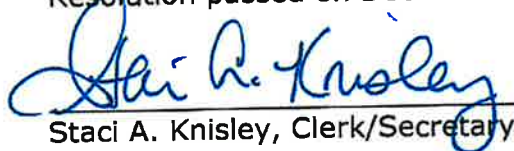
Ayes: McNeer, Kaper, Burns, Szabrak, Ferguson, Kochis, and Fagan

Nays: None

Abstentions: None

Absent: None

Resolution passed on December 9, 2019

  
Staci A. Knisley, Clerk/Secretary



**FCA Authority Board:**

Glenn Burns, DDS  
William McNeer, CPP  
Bill Fagan  
Michael J. Kaper, J.D.  
Jon Kochis  
A. B. "Pat" Ferguson  
Rick Szabrak

December 9, 2019

James Bryant, Administrator  
Office of Aviation  
Ohio Department of Transportation  
2829 W. Dublin-Granville Road  
Columbus, Ohio 43235-2786

RE: FY20 Ohio Airport Program, Matching Grant Application

Dear Mr. Bryant:

The Fairfield County Airport Authority hereby submits an Application for \$29,432.73 in State Fiscal Year 2020 Grant Funds under the Ohio Airport Grant Program, Matching Grant Application for use at the Fairfield County Airport.

The Grant Funds will be used in conjunction with FAA AIP Grant 3-39-0044-028-2019 for the Relocate Taxiway D (720' x 35') – Construction project.

The amount requested from ODOT represents 5% of the total eligible project cost. The sponsor will be responsible for 100% of any or all non-eligible items. The final eligible project breakout is 90% FAA, 5% sponsor and 5% ODOT:

Total project value:	\$ 588,654.50
Total eligible project value:	\$ 588,654.50
FAA share (90%):	\$ 529,789.00
Applicant share (5%):	\$ 29,432.77
ODOT share (5%):	\$ 29,432.73

The following documents have been included:

- A certified copy of a resolution from the Fairfield County Airport Authority authorizing the submission of this application to ODOT.
- Signed copy of the Standard Assurances required by the Ohio Airport Grant Program, Matching Grant Application (Appendix B).
- Copy of the executed FAA Grant.

Should you have any questions or need further information, please contact Mr. Jon Kochis, 241 West Main Street, Suite #100 Lancaster, Ohio 43130, at [jon.kochis@fairfieldcountyohio.gov](mailto:jon.kochis@fairfieldcountyohio.gov) or at 740-652-7961.

Respectfully,

A handwritten signature in blue ink, appearing to read "Glenn Burns", is written over a blue circular stamp or seal.

Dr. Glenn R. Burns, Airport Authority Board President  
Enclosures:

Fairfield County Airport Authority  
Staci A. Knisley, Clerk  
3430 Old Columbus Rd NW, Carroll, Ohio 43112  
740-652-7093 Airport Clerk  
740-654-7001 Airport Terminal, email: [fairfieldcountyaairport@co.fairfield.oh.us](mailto:fairfieldcountyaairport@co.fairfield.oh.us)  
[www.fairfieldcountyaairport.com](http://www.fairfieldcountyaairport.com)

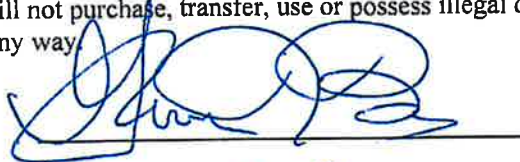
Upon execution of the Grant Contract, these Standard Assurances are incorporated into and become part of the Grant Contract. Pursuant to the Ohio Airport Grant Program Standard Procedure, the Applicant/Sponsor: The Fairfield County Airport Authority hereby assures the Ohio Department of Transportation that:

1. The Airport for which Grant Funds are requested is not eligible to receive FAA Air Carrier Enplanement Funds or FAA Cargo Funds.
2. The Applicant has received a Grant Offer from FAA for the eligible project and provided a copy of that Grant Offer to ODOT.
3. The Applicant will inform ODOT if any grants from non-ODOT sources (other than the Applicant and FAA) will be used to pay for any part of the project.
4. The Grant Funds will be used to provide 5% of the non-federal portion of the eligible funding for the project.
5. There will be no increase in the amount of this ODOT Matching Grant subsequent to execution of the grant agreement (i.e., there will be no "change orders").
6. The Applicant's Governing Body has passed a resolution authorizing this Application.
7. The Applicant has sufficient funds available for that portion of the project costs which will not be paid by ODOT, and the required local funding for the project as described in the application has been appropriated.
8. The Applicant has sufficient funds available to ensure operation and maintenance of all items funded under this grant agreement which it will own or control.
9. Any equipment purchased with ODOT grant funds will be expected to be operated for at least 20 years from the date of the Grant Contract unless the Applicant receives written permission from the Director of Transportation to discontinue operating the equipment. Such written permission shall include instructions on how to dispose of the equipment and what to do with the proceeds of any sale of the equipment.
10. In the case of real property acquired with funds from this grant, if the facilities cease to be an airport at any time, the Applicant agrees to return to the State a percentage of the appraised fair market value of the of the real property at the time the facility ceases to be an airport. The percentage shall be the same as the original State percentage of total project cost (i.e., 5%)
11. The public shall be afforded use of the Airport and of its facilities for aviation purposes as fully and equally as all other parties, in accordance with Ohio Revised Code 4561.11 and no sale, transfer, assignment, rental, lease or sublease shall be denied because of race, color, religion, sex, military status, ancestry, disability or national origin.



12. If the facilities cease to be an airport within 20 years from the date of the Grant Contract, the Applicant agrees to return the full amount of the Grant Funds to the state.
13. The terms, conditions and assurances of this grant agreement shall remain in full force and effect throughout the useful life of the facilities developed or equipment acquired for an airport development or rehabilitation project, but in any event not to exceed twenty (20) years from the date of acceptance of a grant offer of State funds for the project.
14. The Applicant will comply with all federal, state and local laws, rules and executive orders, as they apply to Airports and to the performance of the project.
15. The Applicant agrees to maintain all Airport owned or controlled Part 77 surfaces free of obstructions that can feasibly be removed or provide a formal airspace review of the obstruction completed by the FAA.
16. The Applicant certifies that it has implemented an effective airport pavement maintenance program and assures that it will use such program for the useful life of any pavement reconstructed, rehabilitated or repaired with ODOT funds.
17. During the performance of the project, the Applicant will comply with all applicable State and Federal Environmental requirements. Examples include the National Environmental Policy Act, the Clean Air Act, the Clean Water Act, the Endangered Species Act, among others.
18. Grantee agrees to comply with all applicable state and federal laws regarding drug-free workplace. Grantee shall make a good faith effort to ensure that all Grantee employees, while working on state property, will not purchase, transfer, use or possess illegal drugs or alcohol or abuse prescription drugs in any way.

Applicant/Sponsor:



Printed Name of Signer:

Glenn R. Buens

Title of Signer:

Fairfield County Airport Authority  
Board President

Signature:

\_\_\_\_\_

Date:

12/10/19

## **Knisley, Staci A**

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**From:** Jonathan Ferbrache <Jonathan.Ferbrache@fairfieldswcd.org>  
**Sent:** Friday, December 6, 2019 4:14 PM  
**To:** Kochis, Jon Patrick; Pat Ferguson; Knisley, Staci A  
**Cc:** Ben Cooley  
**Subject:** Airport 4th quarter storm water inspection  
**Attachments:** airport-ms4-12-2019.pdf

Airport 4th quarter storm water inspection.

Please review at your upcoming meeting.

Long term thoughts:

-closing the well beside the terminal if not used in the last year

<http://water.ohiodnr.gov/portals/soilwater/pdf/wells/Sealing%20Guide%20Final%20Doc.pdf>

-study to line the big pipe under the runway/taxiway- or replacement with larger pipe/box culvert that would influence the floodplain/floodway north of the runway.

-development of a airplane wash bay tied to the sanitary sewer

-additional development of buildings and paving needs to consider runoff and stormwater detention. A storm water master plan should be considered.

Jonathan Ferbrache, PLA, CPESC  
Professional Landscape Architect and Resource Specialist  
Fairfield Soil and Water Conservation District  
831 College Avenue, Suite B  
Lancaster, OH 43130  
jferbrache@fairfieldswcd.org  
1-740-653-8154 ext. 3925  
1-740-415-3925 Direct Number  
1-740-777-7392 Cell

**FAIRFIELD COUNTY AIRPORT AUTHORITY**  
**QUARTERLY STORMWATER VISUAL INSPECTION**

**LOCATION & SITE CONTACTS**

<b>Name: Fairfield County Airport Authority</b>		<b>Address: 3430 Old Columbus Road NW Carroll, Ohio 43112</b>	
<b>Telephone: 740-654-7001</b>		<b>Primary Facility Contact Information:</b> Staci Knisley 740-652-7093	
Latitude: N 39° 45' 14.9508" Longitude: W 82° 39' 40.9608"		<b>Security: Fairfield County Sherriff</b> 740-652-7900	
SIC Code 9999	EHS 0	County	Fairfield
Total Impervious Surface Acres: Appx 35		Municipality	Carroll
Total Facility Acres: <b>235.746 (Verify in 2020)</b>			
Storm Water Discharge to Greenfield Creek with 100 year flood diversion toward Claypool Run (NW)			
Name(s) of water(s) that receive storm water from this facility: Hocking River			
Hocking River Watershed			

Date: 12-6-19 Time Storm Event Began: NA

Estimated Total Rainfall for Storm Event: NA

**OUTFALL MONITORING (the outfall from the Water Quality Basin):**

Monitoring Point #1	Time:			
Color				
Odor				
Clarity				
Floating Solids				
Settled Solids				
Suspended Solids				
Foam				
Oil Sheen				
<b>Characteristics to Monitor:</b>				
Color: yellow, brown, green, gray, etc. and degree of color: none, slightly, very, etc.				
Odor: petroleum, chemical, sulfur, algae, sewage, etc. and degree of odor none, slight, strong, etc.				
Clarity: clear, slightly cloudy, very cloudy				
Floating Solids: yes/ no				
Settled Solids (allow to sit for 5 minutes): yes/no				
Suspended Solids (hold a white piece of paper behind jar to see): yes/no				
Foam: yes/no				
Oil Sheen: yes/no				

Were all samples collected within the first 30 minutes of discharge? Yes/no

If no, when were the samples collected? \_\_\_\_\_

\_\_\_\_\_

**SITE INSPECTION:**

Issue Being Evaluated	Yes	No	N/A	Comments (stains, odors, leaks, trash, etc)
Are stored materials exposed to storm water contact?		x		
Are oily parts and/or drums exposed to storm water contact?	x			Used oil stored in containers on asphalt pad outside Building J prior to removal off-site. Obtain a new lid for one of the used oil containers. We would encourage the containers to be labeled "USED OIL".
Are the loading and unloading areas clean?	x			
Are areas around containers clean?	x			
Is the area around the covered salt storage area free of significant salt?			x	
Is the area around the fuel island and nearest catch basin clean and free of grease, oil, fuel, etc.?	x			Recently resurfaced.
Is there a buildup of oil and grease in the parking lots or equipment storage areas?		x		
Are there leaks or stains around drums or aboveground storage tanks?		x		
Is the drainage swale in the south central part of the facility and catch basins clean of debris?	x			-Storm system #2 -prioritize clearing of easement and sediment removal at end of pipe. -Prioritize the repair of the tile blow hole on the north end of System #2
Are trash cans and dumpsters kept covered?	x			
Is a stocked spill kit available at the fuel island?	x			-Thank you for the new 5 gallon spill kit in the black "spill kit".
Are spill containment materials and stocked cleanup kits readily available?	x			-Yellow can at the fuel farm has cracks about a foot from the bottom. Materials inside may be getting wet.
Is there evidence of soil erosion?	x			-Continue to monitor edge of pavement NW corner of building R for erosion just off asphalt.
<b>OTHER OBSERVATIONS:</b>				
-FSWCD will be looking into tile blow holes in the south-central field over the winter.				
-The main pipe under the runway and taxiway (System 6) has many sections with exposed rebar. A long term study on lining the structure or a plan/schedule for replacement should be discussed with CMT. See pictures attached.				

Inspected By: Jonathan Ferbrache, PLA, CPESC -Fairfield SWCD

Signature: \_\_\_\_\_

*Jonathan L. Ferbrache* 12-6-19

## FACILITY INSPECTION PHOTOS

**System #6 Exposed rebar, joint gaps in main pipe below runway, infield and taxiway. The pipe all appears to have been "seconds" or used prior. Some appear to be vertical manhole segments turned on their sides. Rendering opinion is beyond the SWCD.**



# FACILITY MAPS

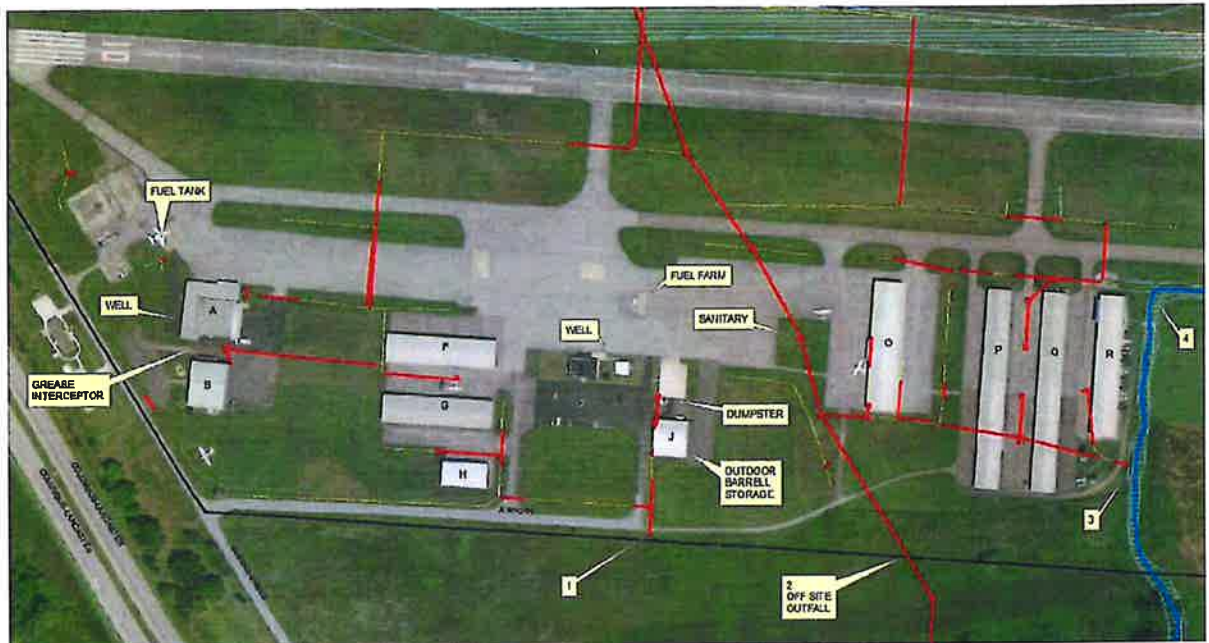


NORTH



**FIGURE A**

*See Appendix A for outfall No.2 off site easement*



NORTH



**FIGURE B**

*See Appendix A for outfall No.2 off site easement*

## Summary for Payment of Bills

Vendor	Amount	Inv#	Description	Service Dates
Sundowner Aviation	\$729.18	n/a	November fuel fees	11/1-11/30/19
Sundowner Aviation	\$1,842.95	n/a	November rent fees	11/1-11/30/19
CMT	\$978.40	0206516	prof. services: bid & construction phase - Reconstruct Taxiway D	9/28-10/25/19
CMT	\$1,300.00	0206510	project management - Snow Removal Equipment (SRE) building	9/28-10/25/19
Pyatt's Petroleum Service	\$3,818.82	11215	annual fuel filter replacement	10/18/2019
Purvis	\$58.94	A533593	supplies for fuel pump	11/26/2019
Lancaster Fire Safety	\$1,309.80	L17817	annual fire inspection and supplies	9/24/2019
Ohio Aviation Association	\$800.00	3825	2020 membership dues	1/1-12/31/2020
Total Invoices for 12.09.19 Board Meeting	\$10,838.09			

# FAIRFIELD COUNTY



## YEAR-TO-DATE BUDGET REPORT

FOR 2019 11

JOURNAL DETAIL 2019 11 TO 2019 11

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
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**12280000 AIRPORT OPERATIONS**

**530000 CONTRACTUAL SERVICES**

12280000	530000	CNTRCT SVC	150,000.00	177,124.71	129,149.89	8,972.20	30,344.47	17,630.35	90.0
2019/11/000563	11/14/2019	API	278.42	VND 003668	PO 19000463	LOCAL WASTE SERVICE	Airport trash 11/1-11/30/19	5297708	
2019/11/000565	11/14/2019	API	693.12	VND 005790	PO 19000509	OHIO DEPT OF TAXATIO	fuel sales tax 10/1-10/31/19	5297724	
2019/11/000569	11/14/2019	API	85.00	VND 001281	PO 19000426	PORTA KLEEN	Airport port 10/18-11/14/19	5297621	
2019/11/001100	11/21/2019	API	1,645.50	VND 007099	PO 19000593	SUNDOWNER AVIATION L	hangar rent 10/1-10/31/19	5298299	
2019/11/001100	11/21/2019	API	499.71	VND 007099	PO 19000530	SUNDOWNER AVIATION L	reimb fuel sales 10/1-10/31/19	5298299	
2019/11/001459	11/27/2019	API	2,000.00	VND 005552	PO 19007209	HISTORICAL AIRCRAFT	mowimg/snow 12/1-12/31/19	5298873	
2019/11/001459	11/27/2019	API	3,700.00	VND 007099	PO 19000532	SUNDOWNER AVIATION L	airport mgr srvc 12/1-12/31/19	5298886	
2019/11/001485	11/27/2019	API	70.45	VND 012572	PO 19000694	LEWELLENS SERVICES I	Airport water srvc 10/25 11/8/	5298958	

**TOTAL CONTRACTUAL SERVICES**

150,000.00 177,124.71 129,149.89 8,972.20 30,344.47 17,630.35 90.0%

**531020 TAX APPRAISAL**

**12280000 531020 TX APPRSL**

15,000.00 19,395.22 19,395.22 19,395.22 .00 .00 .00 100.0

**TOTAL TAX APPRAISAL**

15,000.00 19,395.22 19,395.22 .00 .00 .00 100.0%

**543000 REPAIR AND MAINTENANCE**

**12280000 543000 REPAIR**

23,000.00 126,000.00 99,177.18 2,181.61 21,426.80 5,396.02 95.7

**2019/11/001100 11/21/2019 API**

2,181.61 VND 006709 PO 19000589 SUPERIOR PETROLEUM E fuel pump srvc 10/4/19 5298296

**TOTAL REPAIR AND MAINTENANCE**

23,000.00 126,000.00 99,177.18 2,181.61 21,426.80 5,396.02 95.7%

**553000 COMMUNICATIONS/TELEPHONE**

**12280000 553000 COMM**

2,100.00 2,100.00 1,883.71 171.58 216.29 .00 100.0

**2019/11/000226 11/07/2019 API**

171.58 VND 074480 PO 19000764 A T & T INC Airport 9/20-10/19/19 5297347



# FAIRFIELD COUNTY



## YEAR-TO-DATE BUDGET REPORT

FOR 2019 11

JOURNAL DETAIL 2019 11 TO 2019 11

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
TOTAL COMMUNICATIONS/TELEPHONE	2,100.00	2,100.00	1,883.71	171.58	216.29	.00	100.0%
<b>554000 ADVERTISING</b>							
12280000 554000 ADVERTISE	2,000.00	2,000.00	1,458.56	.00	341.44	200.00	90.0
TOTAL ADVERTISING	2,000.00	2,000.00	1,458.56	.00	341.44	200.00	90.0%
<b>558000 TRAVEL REIMBURSEMENT</b>							
12280000 558000 TRAVEL	100.00	200.00	96.49	.00	53.51	50.00	75.0
TOTAL TRAVEL REIMBURSEMENT	100.00	200.00	96.49	.00	53.51	50.00	75.0%
<b>560000 MATERIALS &amp; SUPPLIES</b>							
12280000 560000 MATERIALS	14,000.00	14,000.00	5,580.10	.00	6,346.79	2,073.11	85.2
TOTAL MATERIALS & SUPPLIES	14,000.00	14,000.00	5,580.10	.00	6,346.79	2,073.11	85.2%
<b>561000 GENERAL OFFICE SUPPLIES</b>							
12280000 561000 GNRL OFFC	500.00	500.00	67.94	.00	232.06	200.00	60.0
TOTAL GENERAL OFFICE SUPPLIES	500.00	500.00	67.94	.00	232.06	200.00	60.0%
<b>562000 ENENERGY</b>							
12280000 562000 ENENERGY	25,000.00	28,568.25	18,449.00	1,413.93	9,219.25	900.00	96.8

# FAIRFIELD COUNTY



## YEAR-TO-DATE BUDGET REPORT

FOR 2019 11

JOURNAL DETAIL 2019 11 TO 2019 11

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
2019/11/000563	11/14/2019 API	101.10 VND	023650 PO	19000736	FAIRFIELD CO UTILITI	3383	Columb Rd 9/30-10/31/19	5297847
2019/11/000563	11/14/2019 API	101.10 VND	023650 PO	19000736	FAIRFIELD CO UTILITI	3430	Columb Rd 9/30-10/31/19	5297846
2019/11/001114	11/21/2019 API	89.04 VND	001373 PO	19000550	SOUTH CENTRAL POWER		Cons Moped 10/3-11/2/19	5298194
2019/11/001114	11/21/2019 API	175.06 VND	001373 PO	19000550	SOUTH CENTRAL POWER		Terminal 2 10/4-11/4/19	5298194
2019/11/001114	11/21/2019 API	269.49 VND	001373 PO	19000550	SOUTH CENTRAL POWER		Terminal rwy 1ts 10/4-11/4/19	5298194
2019/11/001114	11/21/2019 API	26.11 VND	001373 PO	19000550	SOUTH CENTRAL POWER	3383	Columb 10/3-11/2/19	5298194
2019/11/001114	11/21/2019 API	45.62 VND	001373 PO	19000550	SOUTH CENTRAL POWER		Hangar G 10/3-11/2/19	5298194
2019/11/001114	11/21/2019 API	193.46 VND	001373 PO	19000550	SOUTH CENTRAL POWER		Hangar P 10/3-11/2/19	5298194
2019/11/001114	11/21/2019 API	104.50 VND	001373 PO	19000550	SOUTH CENTRAL POWER		Hangar Q 10/3-11/2/19	5298194
2019/11/001114	11/21/2019 API	200.94 VND	001373 PO	19000550	SOUTH CENTRAL POWER		Hangar F 10/3-11/2/19	5298194
2019/11/001114	11/21/2019 API	39.59 VND	001373 PO	19000550	SOUTH CENTRAL POWER		Hangar O 10/3-11/2/19	5298194
2019/11/001114	11/21/2019 API	23.81 VND	003823 PO	19000565	NORTHEAST OHIO NATUR	3383	Old Columb 10/8-11/6/19	5298258
2019/11/001114	11/21/2019 API	44.11 VND	003823 PO	19000565	NORTHEAST OHIO NATUR	3430	Old Columb 10/8-11/6/19	5298258
TOTAL ENEGERY		25,000.00	28,568.25	18,449.00	1,413.93	9,219.25	900.00	96.8%
<b>562600 FUEL (GASOLINE/DIESEL)</b>								
12280000	562600 FUEL	250,000.00	250,000.00	248,298.65	32,530.94	1,701.35	.00	100.0
2019/11/000560	11/14/2019 API	32,530.94 VND	005545 PO	19003605	PURVIS BROTHERS INC		Airport fuel 10/29/19	5297722
TOTAL FUEL (GASOLINE/DIESEL)		250,000.00	250,000.00	248,298.65	32,530.94	1,701.35	.00	100.0%
<b>570000 CAPITAL OUTLAY</b>								
12280000	570000 CAP OUT	10,000.00	155,000.00	77,361.60	.00	8.80	77,629.60	49.9
TOTAL CAPITAL OUTLAY		10,000.00	155,000.00	77,361.60	.00	8.80	77,629.60	49.9%
<b>574000 EQUIPMENT, SOFTWARE &amp; FIXTURES</b>								
12280000	574000 SOFT	1,000.00	101,000.00	77,564.84	.00	.00	23,435.16	76.8

# FAIRFIELD COUNTY

## YEAR-TO-DATE BUDGET REPORT



FOR 2019 11

JOURNAL DETAIL 2019 11 TO 2019 11

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
TOTAL EQUIPMENT, SOFTWARE & FI	1,000.00	101,000.00	77,564.84	.00	.00	23,435.16	76.8%
<b>590007 SETTLEMENT</b>							
12280000 590007 SETTLM	.00	14,000.00	.00	.00	.00	14,000.00	.0
TOTAL SETTLEMENT	.00	14,000.00	.00	.00	.00	14,000.00	.0%
<b>590310 REFUNDS OF HANGAR DEPOSITS</b>							
12280000 590310 REFUNDS	1,000.00	3,000.00	2,984.00	.00	.00	16.00	99.5
TOTAL REFUNDS OF HANGAR DEPOSIT	1,000.00	3,000.00	2,984.00	.00	.00	16.00	99.5%
TOTAL AIRPORT OPERATIONS	493,700.00	892,888.18	681,467.18	45,270.26	69,890.76	141,530.24	84.1%
TOTAL EXPENSES	493,700.00	892,888.18	681,467.18	45,270.26	69,890.76	141,530.24	
GRAND TOTAL	493,700.00	892,888.18	681,467.18	45,270.26	69,890.76	141,530.24	84.1%

\*\* END OF REPORT - Generated by Sharlene Elizabeth Bails \*\*